

<b>1.     <u>Administration</u></b>	
	<b>1.1     Authority</b>
<i>Attachment 1A</i>	<p>1.1.1   State Plan Signature Authorization</p> <p>Governor Mark Warner designated Maurice A. Jones, Commissioner of the Department of Social Services, as the person authorized to review, comment, and sign the Virginia Refugee Resettlement Program State Plan.</p>
<p>CFR 45 Part 400.59 (d)</p> <p><i>Attachment 1 B.</i></p>	<p>1.1.2   State Refugee Coordinator Authorization</p> <p>Kathy Cooper, Program Director of the Office of Newcomer Services, is Virginia’s State Refugee Coordinator. This position is responsible for developing and administering the Refugee Resettlement State Plan and reports to the Commissioner of the Department of Social Services through the Division of Service Programs Director.</p>
<p>CFR 45 Part 400. 22 (a)</p>	<p>1.1.3   Delegation of State Plan Administration</p> <p>Virginia does not delegate responsibility for administering or supervising the administration of its state refugee plan beyond the Commissioner of the Department of Social Services and the State Refugee Coordinator.</p>
<p>CFR 45 Part 400.5 (a)</p>	<b>1.2     Organization</b>
	<p>1.2.1   Governor of Virginia</p> <p>The Governor of Virginia has ten Secretariats that assist in managing the operations of state agencies. Each has a Secretary who provides overall supervision and direction to the agencies within the Secretariat. By law, a Secretary has the power to resolve conflicts among agencies, direct preparation of budgets, and hold agency heads accountable for effective and efficient performance.</p>
	<p>1.2.2   Health and Human Resources Secretariat</p> <p>The Secretary of Health and Human Resources oversees twelve state agencies. These agencies administer programs related to health, mental retardation, mental illness, substance abuse, physical disabilities; low-income working families; and the aging community.</p>
	<p>1.2.3   Virginia Department of Social Services</p>

	<p>The Virginia Department of Social Services is located within the Health and Human Resources Secretariat. The divisions and offices within the Department supervise the administration of federal and state human services programs including Benefits Programs, Child Care and Development, Child Support Enforcement, Community Action Programs, Family Services, Licensing, and the Governor's Commission on National and Community Services.</p>
	<p><b>1.2.4 Office of Newcomer Services (ONS)</b></p> <p>The Office of Newcomer Services administers and manages Virginia's Refugee Resettlement Program. ONS is located within the Division of Service Programs. The Refugee Resettlement Program's placement in the Department of Social Services aids the day-to-day activities of its Refugee Resettlement Program. It allows close coordination and communication with program staff responsible for the delivery of Temporary Assistance to Needy Families (TANF) benefits, Medicaid, and food stamps; for expediting foster care and child placement services; for accessing child and adult day care services; for training; and for volunteerism.</p>
	<p><b>1.2.5 Virginia State Refugee Coordinator</b></p> <p>The Office of Newcomer Services Program Director is the State Refugee Coordinator. The Virginia State Refugee Coordinator administers and supervises the Virginia Refugee Resettlement State Plan.</p>
<i>Attachment 1C</i>	<p><b>1.3 Geographic Service Area</b></p> <p>The Virginia Refugee Resettlement's Program is a statewide program. Two major geographic designations are used when referring to the location of service providers under contract with the Department of Social Services to provide refugee resettlement services: Northern Virginia and Balance-of-State. The majority of Virginia's refugees have settled in Northern Virginia, which includes the City of Alexandria and the Counties of Arlington and Fairfax. The Balance-of-State includes Charlottesville, Fredericksburg, Harrisonburg, Richmond, Roanoke, and the Tidewater area. <i>Attachment 1 C</i> is a map of Virginia showing the areas of the state with the heaviest concentrations of refugees.</p>
CFR 45 Part 400.22 (b)(1)	<p><b>1.4 Operating Guidance Documents</b></p> <p>Three primary documents are referenced in this State Plan. These three documents are Virginia's method of disseminating policy and</p>

	<p>other information. The agencies providing services covered under this Refugee Resettlement Program State Plan use these guidance documents in the provision of services to refugees.</p>
	<p><b>1.4.1 Virginia Refugee Resettlement Program Manual</b></p> <p>The Virginia Refugee Resettlement Program Manual sets out the rules by which Virginia's public assistance program staff determine a refugee's eligibility for food stamps, Medicaid, cash and medical assistance, and foster care. The basis of the program manual are the regulations set out in 45 CFR 400-402, federal Office of Refugee Resettlement State Letters, and other applicable federal regulations related to public assistance programs.</p>
	<p><b>1.4.2 Office of Newcomer Services Refugee Resettlement Program Contract</b></p> <p>ONS's contract with the resettlement providers sets out the rules by which Virginia's non-profit provider community delivers services to refugees. The contract legally obligates the resettlement provider to follow the Virginia Refugee Resettlement Model and the other guidance and directives set out in the contract. The basis of the guidance are the regulations set out in 45 CFR 400-402, federal Office of Refugee Resettlement State Letters, and other applicable federal regulations related to refugee services funded through the federal Office of Refugee Resettlement.</p>
	<p><b>1.4.3 Virginia and Immigrant Health Program Manual</b></p> <p>ONS's contract with the Virginia Department of Health sets out the rules by which Virginia's local health departments deliver health screening and health follow-up services to refugees. The Virginia and Immigrant Health Program Manual is based the scope of services in that contract, on federal regulations set out in 45 CFR 400-107, and on ORR State Letters 95-37 and 04-10.</p>
CFR 45 Parts 400.4 & 400.5	<p><b>1.5 Assurances</b></p>
	<p><b>1.5.1 Compliance with Federal Rules</b></p> <p>As stipulated by federal regulation, Virginia complies with the following rules and guidance.</p>
CFR 45 Part 400.5 (i)(1)	<p><b>1.5.1.a Provisions of the Refugee Resettlement Act of 1980 and official issuances from the federal Office of Refugee Resettlement</b></p>

CFR 45 Part 400.5 (i)(2)	1.5.1.b	Requirements set forth in CFR 45, Part 400
CFR 45 Part 400.5 (i)(3)	1.5.1.c	All other applicable federal statutes and regulations
CFR 45 400.5 (i)(4)	1.5.1.d	Standards, goals, and priorities established by ORR
CFR 45 Part 400.5 (g)	1.5.1.e	Federal non-discrimination laws and statutes
CFR 45 Part 400.5 (h)	1.5.2	<p>Planning Meetings</p> <p>The Virginia Refugee Resettlement Program holds quarterly planning meetings according to the following schedule:</p>
	1.5.2.a	<p><i>Service Provider Policy Committee</i> The Virginia State Refugee Coordinator established a policy advisory committee composed of resettlement agency directors and health care administrative staff. The committee meets monthly to review current federal and state policies, discuss resettlement trends, identify critical unmet needs, discuss ways to collaborate in the use of resources, develop strategies to improve service delivery, make recommendations for change, and develop standards and principles for Virginia's refugee resettlement program.</p>
	1.5.2.b	<p><i>Periodic ONS Partners Meetings</i> The Office of Newcomer Services conducts periodic partnership meetings. These meeting serve as a forum for education on refugee issues and an opportunity for discussion of resettlement trends and best practices in serving Virginia's refugee population. They lead to the development of strategies to address unmet needs and effectively use resources. Resettlement providers, local affiliates of voluntary organizations, local departments of health and social services, local area agencies on aging, and other local community organizations attend these ONS Partners Meetings.</p>

	<p>1.5.2.c <i>Ad-hoc Consultation Meetings</i> The Office of Newcomer Services conducts periodic issue-driven meetings in specific geographic areas of Virginia. Depending on the issues, these meetings include business leaders, educators, and employers.</p>
	<p>1.5.2.d <i>Refugee and Immigrant Working Groups</i> As directed by the Commissioner, the State Refugee Coordinator represents state refugee issues on task forces, councils, and committees.</p>
CFR 45 Part 400.4 (b)	<p>1.5.3 Amendments to the State Plan</p> <p>Virginia agrees to amend its Refugee Resettlement Program State Plan as requested by the federal Office of Refugee Resettlement.</p>